

DRAFT  
19 February 1970

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support  
SUBJECT : Quarterly Report -- October - December 1969

1. This Records Management Board report is for information only.
2. During the last quarter of 1969 the continuing review and purge of material from the Agency Archives and Records Center resulted in the removal of another 3,998 cubic feet. Disposals exceeded new accessions by 35 cubic feet. The Directorate dispositions during this period were as follows: DCI Area-29 cu. ft.; DDI-1,252; DDP-440; DDS-184; DDS&T-130; and Records Center-1,963.
3. Since this concentrated purge effort began in July 1968 we have removed a total of 27,347 cu. ft. of material from the Records Center for a net space gain of 4,590 cu. ft. On 1 January 1970 the cubic foot volume of records of each type in the Center and the net volume increase or decrease during the purge was as follows:

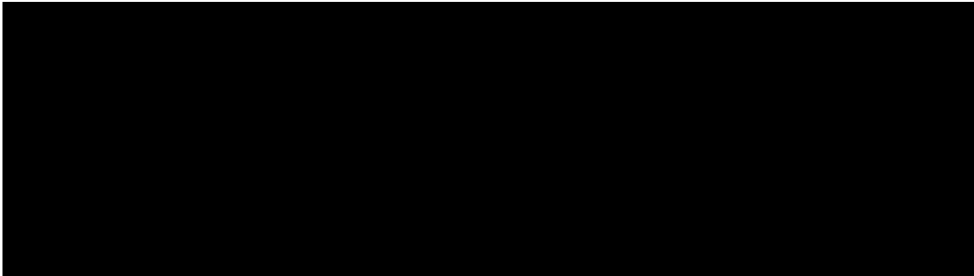
<u>Type of Material</u>	<u>ON HAND</u>	<u>CHANGES</u>
Inactive Office Records	61,275	-5,491
Supplemental Distribution	16,630	-5,131
Agency Archives	12,677	+5,629
Emergency Vital Records	<u>9,201</u>	<u>+ 403</u>
Total --	99,783	-4,590

4. During this past quarter there was another significant action involving Agency Archival records. The NPIC/DDI transferred 3,456 cubic feet of its master negatives, reports, and maps from the Inactive Office Record collection into the Agency Archives collection. Although this does not change the net volume on hand at the Center it does more accurately reflect the type and volume of documents which the Agency is required to store and distinguishes between those to be held only temporarily and the volume that must be retained permanently.

5. Noteworthy developments favorably impacting on the records storage problem include:

- a. Members of the Board participated in the Agencywide Survey of Microfilm Systems and Equipment conducted by the Office of Logistics. The Board is now evaluating the overall findings of that Survey to recommend further action related to an Agency Microfilming Program.
- b. Meetings with representatives of the Offices of Finance, General Council, Counterintelligence, the Records Staff, and National Archives concerning several thousand cubic feet of old disbursement slips resulted in a more precise definition of payroll documentation which will permit a considerable volume reduction within the requirements of

Public Law and GAO. The Office of Finance now has a contract employee completing the disposition review of the records in storage.

- c. Two installations of motorized movable shelving were underway during this quarter and should in full operation before the end of March. With these high density file systems RID increased its storage capacity 60% and the NPIC capacity was increased by 35% while surrendering 4,000 sq. ft. of file room floor space to the NPIC Computer Operation. These are the first two motorized movable shelves in the Federal government and the largest in the country. The Director visited both installations and commented favorably.
- d. Following a year of research and development by a team of three, the DDP Records Committee of Division and Staff Chiefs, chaired by Mr. Karamessines, reviewed the projected  

- e. At the Board's request the Records Center staff surveyed some 64,000 boxes of inactive office records and found

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about 1% (661) were partially filled. Corrective action is being taken on even that minor amount.

- f. In the DDI a duplicate collection of reference documents on microfilm and stored on the [REDACTED] for emergency use were reviewed and discontinued. The space involves only one safe but the maintenance activity eliminated will save several manhours per month. 25X1A

6. The several major records problems being studied by members of the Board include:

- Federal Microfilming Policies and Procedures
- Agency Microfilm Plans
- Component Microfilming Applications
- Agency Use of Federal Records Centers
- A Separated Archives Operation
- Training of Agency Records Officers
- Control of Agency Copy Equipment
- Automating of Information to Manage Agency Records
- Creation of Retention Plans for Permanent Records
- Installation of Higher Density File Storage Equipment.